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S.S. *[Signature]*

11 March 1981

MEMORANDUM FOR: Director of Data Processing
THROUGH : Executive Officer
25X1 FROM : [REDACTED]
Chief, Management Staff, ODP
SUBJECT : Management Staff Weekly Report
for Week Ending 10 March 1981

ADP Procurement Seminar

The final running of the ADP Procurement Seminar for this fiscal year is scheduled for 30-31 March 1981 at the Government Sales Consultants facility in Annadale. Due to the number of persons we were unable to accommodate in the two previous seminars, we did not request attendees from all Agency components, but notified only those offices that had previously given us candidates. Among those who were notified are NFAC, OC, DDO/IMS, NPIC, Processing/ODP, Applications/ODP and the Information Handling Systems Architect. Even though only a select group was informed of the seminar, we expect to easily fill the capacity of 30 students. [REDACTED]

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Xerox Capabilities Briefing

A capabilities briefing is scheduled to be presented by the Xerox Corporation on 27 March 1981 from 1300 to 1600 in 1E78, Headquarters. The briefing will focus on aspects of the ETHERNET system which includes electronic mail, word and data processing, and communications. Because of space limitations any ODP personnel interested in attending, should contact the Office of their Deputy Director or Staff Chief for further information. [REDACTED]

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1983 Program Plan

The ODP 1983 Program Plan was due in the DDA on 6 March. However, the deadline was extended indefinitely because the FRS system is tied up while changes are being made to 1981 and 1982 to reflect the impact of the 1981 supplemental request. Also, on Friday the guidance from the DDA on our enhanced decision packages was changed and levels 1, 2 and 4 will be merged into one decision package. [REDACTED]

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The Comptroller has added \$60,000 in personal services and two work-years to ODP's FY 1982 budget. These funds and work-years are in connection with the five new positions in FY 1982 for the [redacted] Building. [redacted]

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Excess Equipment

Management Staff distributed to selected ADP Control Officers, Headquarters Property Turn-In Documents, listing ADP equipment excess to [redacted] NPIC. No interest was shown and the equipment was declared as excess to Agency needs. The acquisition cost is estimated at \$32,679 for the [redacted] equipment and \$22,488 for NPIC. In addition, Management Staff unilaterally declared excess to Agency needs ADP equipment from OSO, [redacted] and ODP. The acquisition cost for this equipment is estimated as follows: \$9,000 for OSO, \$16,170 for [redacted] and \$2,930 for ODP.

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Project Activity Report (PAR)

The February 1981 contract employees' billable hours have been posted and entered for inclusion in the February PAR. Preliminary processing of February PAR data is expected to begin this week. [redacted]

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Resource Billing

Work began on a monthly resource billing memorandum highlighting such areas as comparison of current months and former months usage of ODP major resources, monthly billing, year-end projected straight line extension of year-to-date PAR resource billing and ranking of major resource consumers. This memorandum is being initiated with the October 1980 PAR, thus providing the full fiscal year review. Currently, memoranda have been drafted for October through December 1980 and January 1981 is in the process of being drafted. [redacted]

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Outstanding Advances

As of 28 February 1981, 31 advances remain outstanding, of which, none are delinquent. [redacted]

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